

ARIZONA DEPARTMENT OF CORRECTIONS

MEMORANDUM

October 17th, 2011

TO: Larry Clausen
Arizona Developmental Disabilities Planning Council (ADDPC)
602/542-8977 – Office

FROM: Scott Anderson
Video Production Specialist II
ADC Video Studio
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SUBJECT: Employment Videos Proposal - DRAFT

Larry, this is a rough estimate based on our discussions. Any of these items may change due to the requirements of the locations and/or interviewees. I have based the ADC Equipment and rental prices on industry-standard, locally available resources.

Description of Work

The ADC Video Studio will produce up to 5 5-minute (approx.) videos, each profiling an individual / business. The videos will emphasize the benefits and social value of competitive employment for persons with developmental disabilities.

Location shoots will be scheduled up to 2 days in Phoenix, and up to 4 overnights in Flagstaff and/or Tucson. Travel time and overnight accommodations will be charged for Flagstaff and Tucson.

A Youtube Channel will be established for the ADDPC. All videos will be uploaded in High Definition to the Channel, available for linking / embedding into ADDPC or partner websites.

A DVD Master will be created, including ADDPC-branded menus and navigation. Up to 50 DVD copies can be burned with labels inkjet-printed onto discs.

Original HD Masters and/or project files will be made available on ADDPC-provided hard drive.

Location shoots will be scheduled for 11/2011 – 02/2012 for final delivery 03/2012.

Estimate of Costs

ADC Staff Hours (\$28.43/hr.):

28 hrs Production Coordination (email/phone/meetings)	\$796.04
48 hrs Location Shooting	\$1364.64

20 hrs Travel Time	\$568.60
80 hrs Editing Time	\$2274.40
16 hrs Motion Graphics	\$454.88
16 hrs Web compression / DVD Authoring / YouTube	\$ 454.88
4 hrs Voiceover	\$ 113.72
ADC STAFF HOURS TOTAL:	\$6027.16
<u>ADC Equipment usage:</u>	
High Definition Camera / Audio Package (\$400 x 6 days)	\$2400
Fluorescent + Tungsten Lighting Package (\$300 x 6 days)	\$1800
Edit Suite (\$400 x 14 days)	\$5600
ADC EQUIPMENT TOTAL:	\$9800
<u>External Staff:</u>	
Gaffer / Grip / Lighting Director, (\$500/day x 6)	\$3000
Travel Days (\$250 x 4)	\$1000
EXTERNAL STAFF TOTAL:	\$4000
<u>Equipment / Rentals:</u>	
Camera Support (\$300 x 6 days)	\$1800
Add'l Lighting (300 x 6 days)	\$1800
Rental Vehicle – Van or large SUV (\$200 x 9 days)	\$1800
Lodging (\$85 x 2 x 4 days)	\$680
Meals (\$40 x 2 x 8 days)	\$640
DVD media & printer ink	\$150
EQUIPMENT / RENTALS TOTAL:	\$6870
GRAND TOTAL:	\$26,697.16
ADC CHARGES 25% IN-KIND	-\$3956.79

(\$22,740.37)